

PD Book

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL 10642 JL	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location ORLANDO, FL		5. Duty Station ORLANDO, FL	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Financial Disclosure <input type="checkbox"/> Personnel <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Positions: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive 2- <input checked="" type="checkbox"/> Noncritical 3- Critical 4- Sensitive Special	
				13. Competitive Level Code 1244		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials Date
a. U.S. Office of Personnel Management							
b. Department/Agency or Establishment							
c. Second Level Review							
d. First Level Review		LOGISTICS MANAGEMENT SPECIALIST		GS	0346	12	Bp 4 Oct 97
e. Recommended by Supervisor or Initiating Office							
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)			
18. Department/Agency, or Establishment DEPARTMENT OF THE ARMY (DA)				c. Third Subdivision DIRECTORATE FOR LOGISTICS			
a. First Subdivision US ARMY MATERIEL COMMAND (AMC)				d. Fourth Subdivision LOGISTICS TRAINING DEVICES DIVISION			
b. Second Subdivision SIMULATION, TRAINING & INSTRUMENTATION COMMAND				e. Fifth Subdivision			
Employee Review: This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor DONALD OGRAYENSEK, CHIEF, LOG TRNG DEVICES DIV				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) DAVID W. MANNING, DIRECTOR FOR LOGISTICS			
Signature 		Date 9/22/97		Signature 		Date 30 Sep 97	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published				22. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature 		Date 19 Oct 97					
23. Position Review		INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL BUS:							
25. Description of Major Duties and Responsibilities (See Attached)							

LOGISTICS MANAGEMENT SPECIALIST

GS-O346-12

INTRODUCTION

Position is located in the Logistics Training Division (LT), Directorate for Logistics, U.S. Army Simulation, Training and Instrumentation Command (STRICOM). Serves as the Integrated Logistics Support (ILS) Manager engaged in the life cycle management of programs from the inception of the requirement through transition of life-cycle support. These systems integrate complex electronic designs and computer software to meet military training and instrumentation requirements. The systems/simulators may stand alone or interact with other training devices/tactical hardware, and involve high dollar values. This position requires originality in developing and establishing standards, procedures and instructions for Integrated Logistics development during planning implementation, and execution of the acquisition by managing and directing the efforts of contractors, other government agencies and interfacing with STRICOM team members supporting the Project Directors and Product Managers.

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as an ILS Manager on complex training systems. 45%
Manages life cycle logistics planning and requirements with respect to the modification, procurement, reprourement, and life-cycle support of training devices and systems. Prepares and coordinates various acquisition instruments, including plans leading to the timely completion of the acquisition functions, responsibility for quick resolution of technical problems arising from the fielding of devices, acquisition of special tools, repair/spare parts listings and drawings, insuring maintainability of the device by providing quick resolution to maintenance and supply problems. Coordinates, approves and integrates the inputs from functional specialists into a comprehensive life cycle support plan for the training systems being developed. Maintains an awareness of assigned projects and correlates them with other elements of the acquisition team. Makes incisive decisions on potential problem areas to resolve problems.

2. Serves as the chairman for the Integrated Logistics Support Management Team (ILSMT) for development and acquisition of training devices. Responsible for development and preparation of the logistics portions of acquisition plans and other procurement documentation. Responsible for accomplishing logistics related tasks from project initiation through production, fielding and support of training systems. Serves as transition manager for system transition from the development phase to the life cycle support phase. 15%

3. Reviews and analyzes requirements documents to identify the best logistics support strategies and to determine desirability and feasibility of modifying and procuring training devices. Consults with, and analyzes specific training problems of major Army Commands or Schools to assist in their resolution. Upon completion of these reviews and analyses, recommends the modification or procurement of specific devices (i.e., operator trainers, maintenance trainers, part task trainers). Determines whether established training device techniques will fulfill a training requirement or whether a new requirement exists. When appropriate, recommends initiation of research projects to develop more efficient and cost-effective methods of accomplishing the required training. 5%

4. Establishes a milestone schedule upon initiation of a new program and determines and coordinates the completion of tasks required to meet the milestones. These tasks include preparation of specifications, preparation of contractual documents, review of technical proposals, award of contracts, acceptance testing of training devices and completion of scheduled formal reviews. Insures that modifications are included in updated data packages and requirement statements prior to procurement. 25%

5. Exercises technical surveillance and control, through centralized management of technical and administrative oriented aspects of assigned training device acquisition and modification projects. Surveillance and management requirements include providing direction and controls for all acquisition functions, such as: scheduling, budgeting, testing production, deployment, and planning for and executing life cycle support of training devices. Provides guidance and responsive solutions to maintenance and supply support problems. Interprets and implements DA and DoD policies having significant bearing on assigned functions. Maintains continuing liaison with various elements within DoD. 10%

Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position:

■ Incumbent must possess extensive knowledge of Integrated substantial investments of resources. Ability to interpret and present to top-level management for acceptance ILS recommendations for resolving logistic problems, or how to increase ILS services while assuring effective and economical mission objectives. Extensive knowledge of contracting and procurement package preparation, including Statement of Work (SOW), Specifications, Contract Data Requirements List (CARL), and Request for Proposals (RFP). Represent the organization as the ILS management expert within and outside the Command regarding the scope of logistics elements needed during various phases of the acquisition process.

Factor 2 - Supervisory Controls:

■ General supervision is provided by the Division Chief, who (1) provides administrative direction with assignments, identifying goals to be achieved; and (2) consults with incumbent in terms of broadly defined policies, technical objectives, and long term milestones to be reached. Overall objectives and available resources are defined by the supervisor; however, the incumbent independently plans, analyzes, reviews, and carries out assignments. Incumbent is expected to utilize ingenuity, initiative and resourcefulness in developing strategies and in managing the direction, integration and control of all logistic elements consistent with the acquisition plan. Completed work is reviewed by the supervisor for effectiveness in meeting requirements, expected results, and impact on mission functions. Results of work are considered technically authoritative and conclusions and/or recommendations are normally accepted without significant change. The incumbent keeps the supervisor informed of progress, potentially controversial subjects, and situations and actions which affect policy and funds.

Factor 3 - Guidelines:

■ Guides: Guidelines include Department of Defense (DoD), Department of the Army (DA), STRICOM, and Naval Air Warfare Center - Training Systems Division (NAWCTSD) regulations and directives, handbooks, procedures and files of previous projects. While guides are generally applicable, the incumbent must adapt in dealing with problems such as limited or changing

funds, project assignments, team members, schedule changes, contractor performance, and training device requirements.

Factor 4 - Complexity:

■ Assignments involve new concepts producing new and varied problems to be solved, which demand technical expertise and knowledge of state-of-the-art electronics and component maintenance. Requires the incumbent to be especially versatile and innovative in adapting, modifying, or making compromises with traditional support structures and originate new techniques for integrating the logistic disciplines. Serves as liaison to the PDs, contractors, and other team participants on assigned tasks. Maintains responsibility for resolving divergent viewpoints and for making critical decisions resulting from unforeseen situations which develop on an almost daily basis, i.e., employing contractor new approaches which may significantly enhance the logistic considerations but entail additional unplanned funding. Establishes process and procedures to facilitate logistic management and task accomplishment. Analyzes periodic reports, ascertains the status of projects, difficulties encountered, etc. Provides to the supervisor, a record of information concerning work performance for consideration in employee performance evaluations. Makes suggestions to supervisor regarding reassignments, recognition and other personnel needs.

■ Identifying what needs to be done: Defines program requirements such as funding, schedules, integrated logistics support, etc.; translates requirements into discrete, attainable objectives, scheduled to coincide with the expected date of delivery. Applies extensive knowledge of the acquisition process in the development of a schedule which will result in the integration and completion of all program logistic elements.

■ Difficulty and Originality: Incumbent must possess extensive knowledge of all logistic functional activities required for effective management of training devices/simulators, together with extensive abilities to accomplish the duties. Responsibilities include planning, directing, and controlling evaluation, defining logistics support, and fielding of Army training devices and systems. Assists in the more complex projects which vary in dollar value in support of the U.S. Army as well as Foreign Military Sales (FMS). Training devices/simulators can be technologically sophisticated devices which utilize complex computer simulations requiring two - five years from initiation to fielding.

Factor 5 - Scope and Effect:

■ Purpose: The purpose of the work is to provide expertise as a logistics specialist by furnishing advisory, planning, or reviewing services on specific problems, projects, programs and function. This work includes the development of criteria, procedures and instructions for logistics managers and private sector program/project participants in the effective integration and coordination of the various logistics elements at the proper time and at the proper level of intensity.

■ Impact: Work has an impact on procurement methods, safety, economy, efficiency, types and sizes of systems. Army facilities and installations.

Factor 6 - Personal Contacts:

■ Personal contacts within DoD include Project/Program Managers and Project Directors, engineers, logistic managers, element managers, procurement personnel, military officers, officials and managers of AMC, TRADOC, FORSCOM, and the appropriate commodity commands. Contacts outside DoD will include domestic contractors and representatives of foreign contractors and governments.

Factor 7 - Purpose of Contacts:

■ The purpose of contacts with high-level Army personnel is to provide ILS guidance and advice concerning requirements, development, implementation, and future planning that assures materials, money, manpower, and other logistics support efforts are available during the acquisition phase. Contacts outside the U.S. Army are to explain the U.S. Army's ILS system, discuss ILS acquisition management criteria, phase in of ILS elements during life cycle milestones, and resolve ILS problems that adversely impact in a substantial way the Program Managers efforts to accomplish the mission. Negotiate agreements with agencies and contractors where there are conflicting opinions among organizations or among individuals who are experts in the field, or to justify the feasibility and desirability of logistic proposals to top agency officials. Typical of these contacts are meetings with government and industry personnel developing the training devices and/or requirements.

Factor 8 - Physical Requirements:

-The work is mostly sedentary; however some walking, bending, climbing are required to inspect or inventory training devices at various stages of construction or installation.

Factor 9 - Work Environment:

■ The work is performed primarily in an office setting. There may be occasional exposure to inclement weather conditions and noise at out door ranges and training facilities. Approximately 30 percent temporary duty travel is required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 10642

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."

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